



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1500.5H(HDQ)
COS
15 Oct 2010

COMNAVCRUITCOM INSTRUCTION 1500.5H (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: HEADQUARTERS TRAINING PROGRAM

Ref: (a) OPNAVINST 1500.22
(b) COMNAVCRUITCOMINST 12410.2

Encl: (1) Sample NAVCRUITCOM HQ Annual Training Plan FY__
(2) NAVCRUIT 1500/3, Monthly Training Schedule
(3) NAVCRUIT 1500/4, Training Attendance Record
(4) NAVCRUIT 1500/6, Staff Training Critique Sheet

1. Purpose. To revise and update the Professional, In-Rate, General Military Training (GMT), and required Civilian Training for Navy Recruiting Command Headquarters per references (a) and (b).

2. Cancellation. COMNAVCRUITCOMINST 1500.5G. Due to extensive revisions, marginal notations are not included.

3. Discussion. All personnel within the chain of command are responsible for training and the enhancement of professional development. Department Heads, Special Assistants (SAs), Division Directors, and supervisors will afford personnel time to pursue training opportunities. Additionally, supervisors will ensure enlisted personnel eligible to take the advancement exam are given one hour per day for individual study for six weeks prior to the advancement examination. The policies and procedures in this instruction provide for the professional growth of all military and civilian personnel, regardless of rank or grade. The program in no way relieves personnel of their responsibility to take advantage of all means to improve their professional knowledge. Preparation for Navy-wide advancement examinations is a continuing process for which individuals must hold themselves accountable.

4. Content. The Headquarters Training Program consists of the following:

a. GMT and Mandatory GS Training. GMT and required civilian training delivery months will be published annually in

the Command Annual Long Range Training Plan (enclosure (1)) and documented using the Monthly Training Schedule (enclosure (2)). All military personnel, regardless of rank, must attend GMT sessions. If GMT is conducted via NKO, personnel must provide a certificate of completion to their Department Head or SA. Training Attendance Records (enclosure (3)) will be used to document completion of instructor led GMT and will be forwarded up the chain of command to the Command Training Officer. A Subject Matter Expert (SME) designated by the headquarters Command Training Officer shall facilitate each GMT session.

b. Command-Wide (Non-GMT) Training. NAVCRUITCOM will schedule command wide training for all personnel (military and civilian) as required. This training will be included in the Command Annual Long Range Training Plan, Monthly Training Schedule and POW.

c. Navy Personnel Command (NPC) Professional Development Courses. Monthly notification of professional development courses offered at NPC will be posted on the Headquarters Quarterdeck website and disseminated via email. All personnel, military and civilian, are highly encouraged to seek professional growth through the classes offered through NPC.

d. Bi-Monthly Departmental Professional Training. In addition to required GMT and command directed training, each Department and Special Assistant code will be required to conduct bi-monthly training to ensure continued professional proficiency of all personnel.

e. Planning Board for Training (PBFT). The Chief of Staff will conduct a Planning Board for Training monthly with Department Heads and SAs to ensure adherence to published training schedules and review modifications to the published Annual Command Training Plan.

f. Required components of Command Annual Training Plan.

(1) Long Range Training Plan - approved by the Chief of Staff on an annual basis. Consists of calendar of planned Command-wide training, GMT, civilian training and advancement exam dates.

(2) Monthly Training Schedule - approved by Chief of Staff prior to the 20th of each month for the following month. Lists topic, location, time, and lecturer for all command training, GMT, and Departmental Training. Changes to the

Monthly Training Schedule must be approved in advance by the Chief of Staff.

g. Fundamentals of a sound training program must include:

(1) A schedule that is adhered to and promulgated in advance.

(2) Knowledgeable lecturers with lesson plans approved by the Department Head prior to the lesson.

(3) Feedback via lesson critiques and completed training report routed up the chain of command.

(4) Record of completed training via attendance sheets.

5. Administration

a. Training Documentation. Supervisors will use the staff Training Attendance Record, (enclosure (3)), to maintain a record of all training. Training Attendance Records will be maintained by the Command Training Coordinator (command wide and GMT) or the Department Training Coordinator for department training.

b. Training Materials and Critiques. A Staff Training Critique Sheet, (enclosure (4)), will be completed at each training session. Upon completion of the training session, copies of the Staff Training Critique Sheets, Training Attendance Records, and training materials utilized (i.e. power point briefs, handouts, etc.) will be forwarded monthly to the Chief of Staff via the Command Training Officer for review. The Command Training Officer will review the documents for completeness and accuracy and provide feedback to the Chief of Staff, Department Heads, and SAs at PBFT to share best practices and identify areas for improvement.

6. Action

a. Chief of Staff shall:

(1) Designate a Command Training Officer in writing.

(2) Approve the NAVCRUITCOM HQ Annual Long Range Training Plan (enclosure (1)).

(3) Review monthly training inputs (i.e. muster sheets, critiques, training materials, etc.) from each Department Head and SA the month after training is completed.

(4) Conduct a monthly Planning Board for Training (PBFT).

b. Command Training Officer shall:

(1) Monitor and enforce the Command Training Program and maintain liaison among the Chief of Staff, Headquarters Senior Enlisted Leader, and Department Heads and SAs.

(2) Ensure Monthly Training inputs are received from the Department Heads and SAs.

(3) Assist the Educational Services Officer with ensuring personnel who are isolated from the mainstream of their rating are given reasonable access to required rating-specific training (e.g., OS/AZ/AD).

(4) Prepare GMT notes for POW publication.

(5) Ensure proper scheduling of command-wide GMT and other command-wide training topics and disseminate the schedule via all hands email and the POW.

(6) Manage the Leadership Training Continuum Program.

c. Department Heads and Special Assistants shall:

(1) Ensure professional training is conducted at least twice a month for all personnel. Department Heads shall approve all lesson topics and materials before it is to be conducted with the date and location of training provided to the Chief of Staff at PBFT. Department Heads and SAs shall maintain written copies of training materials (Note: all lessons must have written training materials or lesson plans), muster sheets, and lesson critiques, with copies forwarded to the Chief of Staff via the Command Training Officer the month after training was conducted.

(2) Ensure Individual Development Plans are completed and reviewed annually in accordance with reference (b) for all civil service personnel and a copy provided to the Command Training Officer.

(3) Ensure E6 and below personnel attend advancement exam/in-rate training.

(4) Assign a Departmental Training representative to document training in FLTGPS as appropriate.

/s/
W. C. MARVEL
Chief of Staff

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Enclosure (2)

Chief of Staff

15 Oct 2010

Training Attendance Record

DATE		INSTRUCTOR		
TOPIC				
LAST NAME	FIRST NAME	RANK/RATE	CODE	SIGNATURE
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Staff Training Critique Sheet

Topics: _____ Date: _____

Presenter: _____

Topic Information

Excellent Good Adequate Fair Poor

Practicality and relevance of topic	5	4	3	2	1
Achievement of the topic objectives	5	4	3	2	1
Length of time to cover the topic	5	4	3	2	1
Ease of following topic material	5	4	3	2	1
Materials contributed to achieve topic	5	4	3	2	1
The training met my expectations of topic	5	4	3	2	1

Presenter Effectiveness

Knowledge of subject	5	4	3	2	1
Level of professionalism	5	4	3	2	1
Enthusiasm for topic	5	4	3	2	1
Ability to answer questions	5	4	3	2	1
Ability to encourage participation	5	4	3	2	1

General

Overall, I rate the learning experience	5	4	3	2	1
I would recommend this topic to other depts.	5	4	3	2	1

Presenter's Signature: _____ Date: _____

Command Training

Officer's Signature: _____ Date: _____